Title: I, Payroll/Personnel Manual

Chapter: 7, Time and Attendance Procedures, Section 1, Time and Attendance Instructions

Bulletin: TNAINST 07–2, Fiscal Year-End Reminder

Date: August 9, 2007

To: Holders of the Payroll/Personnel Manual
Agency Personnel Offices
Personnel Officers
Personnel Users Groups
T&A Contact Points

The last day of Fiscal Year (FY) 2007 occurs in Pay Period 20; therefore, special instructions may be required for preparing Pay Period 20 Time and Attendance (T&A) Reports. Users are asked to consult the Time and Attendance Instructions procedure (Title I, Chapter 7, Section 1) for detailed instructions on preparing the T&A entries for fiscal year-end periods.

T&A contact point representatives should ensure that timekeepers are aware of these instructions. **Note:** These instructions do not apply to the Federal Deposit Insurance Corporation.

Payroll Obligation Estimates

For agencies having payroll obligation estimates computed by the National Finance Center (NFC), 100 percent of Pay Period 17 costs will be used to estimate Pay Period 19 costs that occurred in FY 2007.

Stored Accounting

For agencies that use stored accounting, Pay Periods 19 and 20 charges will be applied as shown in the tables below:

Pay Period 19	Amt Charged to FY 2007	Amt Charged to FY 2008
Week 1 basic payroll costs	100%	
Week 2 basic payroll costs	100%	
Weeks 1 and 2 premium pay	100%	

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Pay Period 20	Amt Charged to FY 2007	Amt Charged to FY 2008
Week 1 basic payroll costs		100%
Week 2 basic payroll costs		100%
Weeks 1 and 2 premium pay		100%

Other options for distribution of accounting data on the T&A are provided in the Time and Attendance Instructions procedure.

Note: Because of fiscal year-end conversion, do not use Code 1 in the Accounting Data Usage Code field to store accounting classification data in the employee's payroll/personnel database record in Pay Period 20. You may resume using code 1 in the Accounting Data Usage Code field in Pay Period 21.

Premium Pay Charged to FY 2007 For Pay Period 20

To charge premium pay to FY 2007, prepare a single T&A distributing all time in pay status for each line entry to the appropriate accounting data for FY 2007. However, the entry in the Accounting Data Usage Code field on the T&A should be changed to *blank*. This will ensure accurate distribution of accounting data charged between FY 2007 and FY 2008.

Payroll Costs

Payroll costs for Pay Period 18 will be obligated, paid, and reported in September 2007.

Split T&A Requirements For Pay Period 20

Split T&As for Pay Period 20 are required when:
- **An employee is on leave without pay for military purposes (LWOP–US) through a personnel action with Nature of Action code 473.** A split T&A must be prepared regardless of whether the employee receives any paid time in Pay Period 20. **Note:** If an employee is on 80 hours of LWOP–US, the 80 hours should be recorded on the T&A with Transaction Code 71 and Transaction Descriptor Code 04. Failure to submit a T&A in Pay Period 20 will prevent an employee's military leave balance from being updated and rolled over properly.
- Regular military leave is used during Pay Period 20.
- U.S. Customs Service employees are coded in the database with *Y* in the Customs Officer's Pay Reform status field.

Instructions for preparing split T&As are provided in your Time and Attendance procedure. **Note:** When preparing a split T&A for Pay Period 20, the entry for the End Day is *01* and the entry for the Begin Day is *02.*

Inquiries

Please refer questions about policy/regulations to your Agriculture Payroll/Personnel User Group (AGPUG) representative or Committee for Agriculture Payroll/Personnel System (CAPPS) representative. Please refer questions about T&A processing to the Payroll/Personnel Call Center at **504−426−4630.**

for

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